

SAMPLE WORK PLAN CONTENT
FOR GRANTS OTHER THAN STATE IMPLEMENTATION

Within a Work Plan there are several elements: Overview, Tasks, Detailed Budget and Deliverable Chart. The Work Plan should include the original proposal language that was submitted under the RFIP.

DESIRED OUTCOME AND ID #/CHESAPEAKE BAY COMMITMENT:

Provide information from the RFIP and budget proposal form.

TITLE: Title from the one page preliminary budget proposal form.

OVERVIEW

1. Strategy: Describe the overall strategy your organization has developed for completing all tasks.
2. Project Abstract: Provide information from the budget proposal form.

TASKS

1. Detailed Description of Project: Expanded description of work proposed on the one page form including details on objectives, methods, approaches, and anticipated results. Proposals of a technical nature must include sufficient level of detail to evaluate methods, approaches and laboratory capabilities.
2. Measures of Success: How will you determine whether this project is successful.
3. Deliverable: Each task must have a deliverable.

DETAILED BUDGET: Guidance for completing a Detailed Budget to Supplement Standard Form 424A can be found on the Internet at: <http://www.epa.gov/ogd>
Under Table of Contents choose Supplemental Information: Application For Federal Assistance (Standard Form 424).

DELIVERABLE CHART: Refer to Attachment 4

SAMPLE: DESCRIPTION OF TASKS IN A WORKPLAN (NON-CBIG)

Task 1: Bay Journal

- Objective: Provide information to enhance the ability of citizens and community groups to participate in Bay restoration activities on their property and in their local watershed.
- Supported 2000 goal: Promote individual stewardship and assist individuals, community-based organizations, businesses, local governments and schools to undertake initiatives to achieve the goals and commitments of this agreement.
- Description of Project: Description must describe the need for the project; its objectives; the method to accomplish the objectives; and dollar amount requested. **Example:**

“Requesting \$92,000 to produce five issues of the Bay Journal. The Bay Journal serves as the principal public information tool of the Chesapeake Bay Program. Five issues, 20-24 pages each will be produced. The grantee will be responsible for development of story ideas; research; writing; editing and preparation of camera ready copy, including photographs and graphics, printing, postage, mailing list maintenance, mailing and bulk distribution to libraries. Story ideas will continue to be developed in consultation with the committees of the Bay Program and independently. Currently, the Bay Journal print run is 52,000.

- Deliverables: Quarterly Status Reports; Copies of the Bay Journal

Task 2: Nutrient Loss from Chicken litter stockpiles under different management regimes & in different physiographic settings will be evaluated.

- Objective: Nutrient Reduction “Continue efforts to achieve and maintain the 40 percent nutrient reduction goal agreed to in 1987, as well as the goals being adopted for the tributaries south of the Potomac River.”
- Supported 2000 Goal: By 2010, correct the nutrient -and sediment-related problems in the Chesapeake Bay and its tidal tributaries sufficiently to remove the Bay and tidal portions of its tributaries from the list of impaired waters under the Clean Water Act.
- Description of Project: Place description here.
- Deliverables: (1) Range of nitrogen and phosphorus loss from each of the conditions defined in the procedures; (2) Quarterly Status Reports

Task 3: Wetland and Restoration to Improve Water Quality and Habitat in the Rappahannock and York River Basins-USFWS/Ducks Unlimited - \$40,000 Federal Funds

- Objective: to work with agricultural landowners to restore wetland habitats within the 100-year floodplains of the Rappahannock and York River basins.
- Supported 2000 Goal: “By 2010, achieve a net resource gain by restoring 25,000 acres of tidal and non-tidal wetlands. To do this, we commit to achieve and maintain an average restoration rate of 2,5000 acres per year basin wide by 2005 and beyond. We will evaluate our success in 2005.”
- Description of Project: Place description here.
- Deliverable: Document in Semi-Annual progress report: 100 acres of restored wetland buffers.

**SUGGESTED FORMATS FOR CHESAPEAKE BAY
IMPLEMENTATION GRANTS (CBIG)**

CBIG WORK PLAN CONTENT

Within a Work Plan there are several elements: Overview, Tasks and Deliverable Charts.

OVERVIEW

Summary Page: See next page for example.

Participation: Describe current and past experience (if applicable) with working in the Chesapeake Bay Watershed.

Description: Provide a brief description or summary of grant projects. The description should include basic information needed to answer questions from Congressional staff members.

Watershed Strategy: Describe strategy for targeting specific watershed areas (i.e. water body furthest away from achieving nutrient goals, most toxic based on toxic strategy, area targeted with land use issues, sprawl, etc.).

State Programs: Include a section describing the State's Chesapeake Bay Implementation Program goals and objectives.

Progress: Provide brief description on progress made or success stories for projects that have been funded by the EPA Chesapeake Bay Program for two years or more.

Other Programs: Describe coordination with the 319 non point source program, state required non point source plans, 6217 Coastal Zone Plans and other programs that relate to the goals of the Chesapeake Bay State Implementation Grants.

The implementation grants work plan structure should contain the following major elements: I. Program Management, Evaluation and Planning; II. Education and Research; III. Technical Assistance; IV. Financial Assistance; V. Resource Restoration; VI. Regulatory and Related Programs. Under each element each task should be described (see examples below).

TASKS

Each Work Plan should contain specific tasks. See next page for example.

DELIVERABLE CHART: Refer to Attachment 4

SAMPLE CBIG SUMMARY PAGE

Sample: Application for CBIG

Applicants should provide a summary and assign a number for each project. This page should replace the need to include background/historical information, specific target and Chesapeake 2000 goals in the Work Plan. The following is an example (this is based on MD DNR's 319 grant applications and project example from DNR's FY00 CBIG.):

CBIG Program Section 117 FY 2003 Proposal

Project # 1

Title: Upper Pocomoke Watershed Soil Conservation and Water Quality Planner

Proposed Budget: Federal: \$43,616
MACS State: \$43,616

Total Project Funds: \$43,616

Project Funding Period: 7/1/01 - 6/30/02 (MDA)

Project Area: Pocomoke/Lower Eastern Shore/Chesapeake Bay Watershed

Project Description: (one or two sentences) Accelerate soil conservation and water quality (SCWQ) planning and implementation of agricultural BMP's within the Upper Pocomoke Watershed, and to implement BMP recommendations in accordance with soil conservation and water quality plans through outreach and assistance.

History: This project first received Chesapeake Bay Implementation Grant funding in FY94. The planner position started in May of 1995. To date, there have been 168 conservation plans prepared and 455 agricultural BMP's implemented.

Chesapeake 2000 commitment supported: Water Quality: Nutrients & Sediments:
-3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987, as well as the goals being adopted for the tributaries south of the Potomac River.
-3.1.2 By 2010, correct the nutrient- and sediment-related problems in the CV and its tidal tributaries sufficiently to remove the Bay and the tidal portions of its tributaries from the list of impaired waters under the Clean Water Act...

Target Outcome of Project: (example, # of BMP's installed, title of brochures to complete, name of meetings set up or to attend, etc.)

- Develop 40 SCWQ Plans for 3,000 acres
- Implement 100BMP's covering 1,500 acres

Contact Person: Jane Doe, Soil Conservation
Dorchester Soil Conservation District

Date Submitted: 00/00/00

CBIG SEMI-ANNUAL PROGRESS REPORT

Chesapeake Bay Implementation Grant (Example adopted from MD DNR reports)

SUMMARY CBIG Semi-annual Progress Report #3 (Example header to appear on each page)

Name of Grantee or State: MD DNR Report period covered: 7/31/03-12/31/03

Grant #: CB-98329201-0

Project Name & Dates, <i>Chesapeake 2000</i> goal	Federal Funding/ Funding Categories	Accomplishments
<p>e.g. Project 1 Upper Pocomoke Watershed Soil Conservation and WQ Planner 7/1/01 - 6/30/02 (MDA)</p> <p>Water Quality: Nutrients & Sediments: - 3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987... - 3.1.2 By 2010, correct the nutrient and sediment related problems in the CB and its tidal tributaries sufficiently to remove the Bay...</p>	<p>FY00- \$43,616</p> <p>Salaries/Fringe: \$41,566 Travel: \$250 Supplies: \$1,800</p>	<p>*33 SCWQP's on 1,715 acres were completed. *41 BMP's were installed *During Oct.-Dec. there was an increase in interest in the CREP in the Pocomoke Watershed. This is in part due to changes in the program which called for buffer widths to be increased to 180 feet. Since many fields in this watershed have ditches close together, it is allowing the whole fields to qualify for the program. As a result, many more farmers and landowners are interested in the program.</p>
<p>e.g. Project 2 Upper Choptank Watershed AG Tech Assistance 10/1/00-9/30/01(MDA) 10/1/00-3/31/02-revised form Deliverables schedule has changed</p> <p>Water Quality: Nutrients & Sediments: - 3.1.1 Continue efforts to achieve and maintain the 40% reduction goal agreed to in 1987... - 3.1.2 By 2010, correct the nutrient and sediment related problems in the CB and its tidal tributaries sufficiently to remove the Bay...</p>	<p>FY00-\$41,672</p> <p>Salary/Fringe: \$39,625</p> <p>Travel: \$400</p> <p>Supplies: \$1,650</p>	<p>*Due to the planner vacancy, this project was extended through March 31, 2002 *20 SCWQP's on 1,309.4 acres were completed. *92 BMP's were installed *728.9 tons of soil were saved. *94.6 acres of CREP were installed *The planner assisted with processing of fall certification forms for cover crop. She also received training relating to CREP, soils, and communication skills and personnel rules and regulations. She attended meetings and set up a display at the Caroline SCD banquet and Caroline County Fair.</p>